



HEADQUARTERS, UNITED STATES FORCES, KOREA

UNIT #15237
APO AP 96205-0010

REPLY TO
ATTENTION OF:

FKJ1-J

10 DEC 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USFK Annual Holiday Schedule for Calendar Year 2003

1. Reference UNC/CFC/USFK/EUSA Regulation 1-3, Duty Hours, Holiday Schedules, 3 March 1995.
2. In accordance with the enclosed spreadsheet and above reference, this command will observe US and ROK holidays during Calendar Year 2003. Lunar holidays will also be celebrated and observed as identified at enclosure and IAW Appendix B of above reference.
3. All personnel not scheduled for duty will be excused from work to observe these holidays. An unscheduled [liberal] leave policy should be granted to all US and ROK civilian employees not entitled to a specific holiday, as appropriate.
4. The following days have been designated as training holidays for US military personnel. All US military personnel not required for mission essential duties will be excused from work. Those U.S. military personnel required to work will be given an alternate day off. If the date is not already a holiday observance, civilian employees should be encouraged to take annual leave or compensatory time. Where offices are closed and no other work is available, civilian employees can be required to take annual leave. Twenty-four (24) hours advance notice is required to be given to the employee by the supervisor.

- a. Thursday, 2 Jan 03
- b. Tuesday, 21 Jan 03
- c. Tuesday, 18 Feb 03
- d. Tuesday, 27 May 03
- e. Thursday, 3 Jul 03
- f. Tuesday, 2 Sep 03
- g. Tuesday, 14 Oct 03
- h. Monday, 10 Nov 03

i. Friday, 28 Nov 03

j. Friday, 26 Dec 03

5. The Combatant Commander has ordered all non-essential activities within USFK to be closed on Friday, 31 January 2003, in respect for ROK custom and observance of Seol-Nal (ROK Lunar New Year). All non-essential military personnel and US citizen employees will be excused from duty without charge to leave or loss of pay. Since this will be a closure and not a holiday, US citizen employees required to work are not authorized either holiday premium pay or a substitute day off. ROK, KATUSA, USFK LN, and MND personnel will observe Seol-Nal on 31 January, 1 and 2 February 2003. Non-essential U.S. military personnel will observe Seol-Nal on 31 January 2003.

6. USFK LN employees are not authorized "in lieu of" holidays. If required to work on a Korean holiday, they are compensated at the holiday premium rate for all non-overtime hours worked. Work in excess of eight (8) hours on holidays will be compensated at overtime rates in addition to the holiday premium pay.

7. This year the Chusok holiday period falls on 10, 11, 12 September 2003. ROK, KATUSA, USFK LN, MND, and non-essential US military will observe 11 and 12 September 2003 for Chusok. USFK LN employees will be released without charge to leave or loss of pay for the number of duty hours that they are normally scheduled to work on 12 September 2003. Korean employees deemed essential and required to work will be paid holiday premium pay for all hours worked. Alternate days off for employees required to work are not authorized. It has been a past tradition that the Combatant Commander orders all non-essential activities within USFK to be closed on one day in respect for ROK custom and observance of Chusok. The Combatant Commander has chosen to close all non-essential activities on 12 September 2003. All non-essential military personnel and US civilian employees will be excused from duty without charge to leave or loss of pay. Since this will be a closure and not a holiday, US employees required to work are not authorized either premium pay or a substitute day off.

8. Christmas Holiday.

a. Thursday, 25 December 2003, and Thursday, 1 January 2004 are federal holidays. US military personnel not required for mission essential duties will be excused from duty. All US civilian employees not required to work on these days will be excused without charge to leave or loss of pay.

b. Holiday period. The period of Monday, 22 December 2003 through Friday, 2 January 2004 is designated as the holiday period for US military personnel. During this holiday period, commanders and staff principals are encouraged to allow the maximum numbers of personnel to take leave – consistent with national and service policies.

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Leave during this period may not exceed 10 percent (off peninsula). This is necessary because it is difficult to maintain appropriate manning levels during the holidays; arrival of replacements decline, further reducing unit strengths and hindering personnel readiness. Commanders should attempt to offer leave windows to personnel that provide as many as possible the opportunity to experience at least one holiday (maybe not both Christmas and New Year) with their families. Reduced, half-day rotational work schedules will be enforced during the holiday period. However, each agency must be prepared to exercise recall plans to quickly achieve a readiness posture in accordance with USFK's mission. A liberal leave policy will be in effect for all US and Korean civilian employees assigned for duty with USFK. Absences by civilian employees during scheduled duty hours will be in accordance with applicable civilian personnel regulations and policies.

9. Point of contact for this memorandum is Mr. Nitkowski at 723-3742. Questions concerning civilian personnel should be brought to the attention of the local civilian personnel office. This USFK Annual Holiday Schedule was coordinated with each component and appropriate staff agencies.

A handwritten signature in dark ink, appearing to read "Charles C. Campbell", with a large, sweeping flourish extending to the right.

CHARLES C. CAMPBELL
Lieutenant General, USA
Chief of Staff

Encl
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CALENDAR YEAR 2003 HOLIDAYS

		UNC/CFC/USFK MILITARY			UNC/CFC/USFK CIVILIAN		
		OBSERVED BY			OBSERVED BY		
DATE	HOLIDAY	US	ROK	KATUSA	DOD (US)	USFK (LN)	MND (KN)
1-Jan-03	NEW YEAR'S (U.S./ROK)	YES	YES	YES	YES	YES	YES
2-Jan-03	TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	NO	NO
2-Jan-03	NEW YEAR'S (USFK LN ONLY)	NO	NO	NO	NO	YES	NO
20-Jan-03	DR. MARTIN LUTHER KING DAY (U.S.)	YES	NO	YES	YES	NO	NO
21-Jan-03	TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	NO	NO
31-Jan-03	LUNAR NEW YEARS DAY (ROK)	YES*	YES	YES	YES	YES	YES
1-Feb-03	LUNAR NEW YEARS DAY (ROK)	YES	YES	YES	NO	YES	YES
2-Feb-03	LUNAR NEW YEARS DAY (ROK)	YES	YES	YES	NO	YES	YES
17-Feb-03	PRESIDENT'S DAY (U.S.)	YES	NO	YES	YES	NO	NO
18-Feb-03	TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	NO	NO
1-Mar-03	INDEPENDENCE MOVEMENT DAY (ROK)	NO	YES	YES	NO	YES	YES
5-Apr-03	ARBOR DAY (ROK)	NO	YES	YES	NO	NO	YES
1-May-03	LABOR DAY (ROK)	NO	NO	NO	NO	YES	NO
5-May-03	CHILDRENS DAY (ROK)	NO	YES	YES	NO	YES	YES
8-May-03	BUDDHA'S BIRTHDAY (ROK)	NO	YES	YES	NO	YES	YES
26-May-03	MEMORIAL DAY (U.S.)	YES	NO	YES	YES	NO	NO
27-May-03	TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	NO	NO
6-Jun-03	MEMORIAL DAY (ROK)	NO	YES	YES	NO	YES	YES
3-Jul-03	INDEPENDENCE DAY TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	NO	NO
4-Jul-03	INDEPENDENCE DAY (U.S.)	YES	YES	YES	YES	NO	YES
17-Jul-03	CONSTITUTION DAY (ROK)	NO	YES	YES	NO	YES	YES
15-Aug-03	LIBERATION DAY (ROK)	NO	YES	YES	NO	YES	YES
1-Sep-03	LABOR DAY (U.S.)	YES	NO	YES	YES	NO	NO
2-Sep-03	TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	NO	NO
10-Sep-03	CHUSOK (ROK)	NO	YES	YES	NO	YES	YES
11-Sep-03	CHUSOK (ROK)	YES*	YES	YES	NO	YES	YES
12-Sep-03	CHUSOK (ROK)	YES*	YES	YES	YES	YES	YES
1-Oct-03	ARMED FORCES DAY(ROK)	NO	YES	YES	NO	NO	YES
3-Oct-03	NATIONAL FOUNDATION DAY (ROK)	NO	YES	YES	NO	YES	YES
13-Oct-03	COLUMBUS DAY (U.S.)	YES	NO	YES	YES	NO	NO
14-Oct-03	TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	NO	NO
10-Nov-03	VETERANS DAY TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	NO	NO
11-Nov-03	VETERANS DAY (U.S.)	YES	NO	YES	YES	NO	NO
14-Nov-03	KEU FOUNDATION DAY (USFK LN ONLY)	NO	NO	NO	NO	YES	NO
27-Nov-03	THANKSGIVING (U.S.)	YES	NO	YES	YES	NO	NO
28-Nov-03	TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	NO	NO
25-Dec-03	CHRISTMAS (U.S./ROK)	YES	YES	YES	YES	YES	YES
26-Dec-03	TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	NO	NO

* Non-essential personnel may be excused

End